



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, November 21, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REVIEW OF AGENDA:**
- 4. APPROVAL OF MINUTES:** October 17, 2017 & November 2, 2017 Special Meeting
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 7. NEW BUSINESS:**
 - a. Treasurer's Report – October 2017
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data - Brewer
 - c. Discuss and Select Volunteer Recognition Party Date - Brewer
- 8. UNFINISHED BUSINESS:**
 - a. Update on Bocce Ball Court Construction – Brewer
 - b. Update on Senior Center Restoration – Brewer
 - c. Update on Senior Center Deck Replacement - Brewer
- 9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
- 10. ITEMS FROM STAFF:**
- 11. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Senior Citizens Advisory Board
October 17, 2017**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Tracey, and Treasurer Hornung. Board Members Absent: Luzaich. Staff Present: Brewer, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Tracey/Chu** to approve the minutes of the September 19, 2017 meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – September 2017 Treasurer's Report filed for audit. Treasurer Hornung reviewed the sources of revenue for the Senior Center Trust Fund.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for September 2017. Superintendent Brewer updated the Board on the Nutrition Program and that staff and volunteers would start cooking the lunches at the Senior Center in November and transferred to the Veterans Memorial Recreation Center. They would be transported in hot boxes on loan from the Lions Club for as long as the Senior Center needs them. Board Member Tracey asked if the attendance numbers for lunch have decreased since the incident and Superintendent Brewer replied that they had been steady and not decreased.
8. **UNFINISHED BUSINESS:**
 - a. Bocce Ball Court Update – Superintendent Brewer told the Board that the bocce ball court should be completed on October 18 and the league will start on October 20. Board Member Chu asked how long the warranty covers the new

court and Superintendent Brewer said she would look into it and report back to the Commission the following month. Board Member Hayes recommended that staff purchase a battery powered leaf blower to assist with maintaining the court after rain and Superintendent Brewer replied that she would look into it and report back to the Board the following month.

- b. Senior Center Restoration Update – Superintendent Brewer told the Board that any update she receives from the Public Works department on the Senior Center restoration will be posted on the website and sent to the Board through email. She has not received any update since the previous week when they were informed that the replacement of the Senior Center multi-purpose room floor would be paid for by the insurance company and not through the Senior Center Trust Fund.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Chair Goff asked when the air conditioner would be fixed at the Senior Center and Superintendent Brewer replied that staff was scheduled to start working on it in the afternoon. Board Member Chu told the Board and staff that he would be joining the Building and Maintenance Subcommittee. Board Member Chu also asked if staff can look into repairing the glass on the salad cart and staff replied they would get it fixed. Chair Goff asked staff to also repair some of the shades in the multi-purpose room.

10. **ITEMS FROM STAFF:** Superintendent Brewer told the Board that the Request for Proposals for the Senior Center deck had been issued and they had received a lot of interested companies and they will be reporting back to the Board as that project progresses. She added that they are in the process of interviewing for the Recreation Coordinator position currently vacant at the Senior Center and would be updating the Board as the recruitment process is finalized.

11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:43 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services



SPECIAL MEETING MINUTES

Senior Citizens Advisory Board November 2, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Goff, Vice Chair Green, Hayes, Tracey, and Treasurer Hornung. Board Members Absent: Carmichael, Chu, and Luzaich. Staff Present: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:**
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:** None
8. **UNFINISHED BUSINESS:**
 - a. Report on Results of Invitation for Bids for Senior Center Deck Replacement Project and Request for Funding from the Senior Center Trust Fund to Address the Project Budget Shortfall – Director Burns notified the Board that a special meeting was requested because the City Council will be presented with a report requesting the award of contract for the Senior Center deck project on November 14, 2017. Director Burns noted the lowest bid received for the Senior Center deck project was \$159,800 which was \$76,050 higher than the City engineer's estimate. Director Burns added that during the Board's September 2017 Regular Meeting they unanimously recommended to the City Council the expenditure of \$40,000 from the Trust Fund to replace the Multi-Purpose Room flooring. Since the meeting, the City received news that the cost of the replacement of the Multi-purpose Room flooring would be covered through the City's insurance policy, therefore staff would like to get the board's thoughts on reallocating the \$40,000 for the deck replacement instead.

Board Member Hayes asked why there was such a big discrepancy between the City engineer's estimate and the bids received. Director Burns replied that the City's engineer team has a high success rate on their estimates but in the current market contractors have the capacity to charge higher rates for construction

projects. **Board Member Hayes** asked staff why the deck project has taken so long to complete since it began in 2015. Superintendent Brewer replied that in the original scope for the project staff did not include the replacement of the railings but later added it per City Council request. **Board Member Hayes** asked if City Council increased the funds that were approved for the deck project because of the addition of the railings and Director Burns replied that City Council originally appropriated \$85,000 for the Senior Center deck project and later approved an appropriation of \$20,000 from the City General Fund in FY 16/17 to address the addition of the railings. **Board Member Hayes** said he would prefer for the money to come be allocated from the Capital Reserve Fund. Director Burns replied that there may not be enough in the General Reserve Fund to fund the shortfall of \$111,646. **Board Member Tracey** asked if they did recommend the \$40,000 to be used to help with the shortfall how soon would work begin and Director Burns replied that the deck project would start as soon as the reconstruction of the Senior Center was complete. **MSC Tracey/Green** to use the \$40,000 appropriated for the Multipurpose Room flooring for the Senior Center deck project shortfall. Passed with a 3-1 vote. Board Member Hayes who voted against the motion requested that staff include in their report to the City Council to use the \$40,000 Trust Fund money as a last resort and instead use City Fund revenues to fund the shortfall for the deck project.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

10. ITEMS FROM STAFF:

11. ADJOURNMENT: Vice Chair Green adjourned the meeting at 9:33 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services

SENIOR ADVISORY BOARD TRUST FUND REPORT

OCTOBER 31, 2017

Checking Account Balance 9/30/2017	\$ 13,517.49
Interest	\$ 0.53
Deposit	\$ -
Checks	\$ (264.00)

Checking Account Balance 9/30/2017	\$ 13,254.02
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Amount held at City of San Bruno prior 7/1/2013	\$ 103,932.20
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Amount held at City of San Bruno July 1, 2013-June 30, 2017	\$ 56,499.44
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Amount deposited to City since 7/1/2017	\$ 2,578.75
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Deposit made to City account October	\$ 244.00
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Deposit made to City account October	\$ 209.00
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Deposit made to City account October	\$ 120.25
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Deposit made to City account October	\$ 184.15
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Amount deposited to City this fiscal year	\$ 3,336.15
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TOTAL NET WORTH OCTOBER 31, 2017	\$ 177,021.81
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2017-18 Information and Referral Statistics

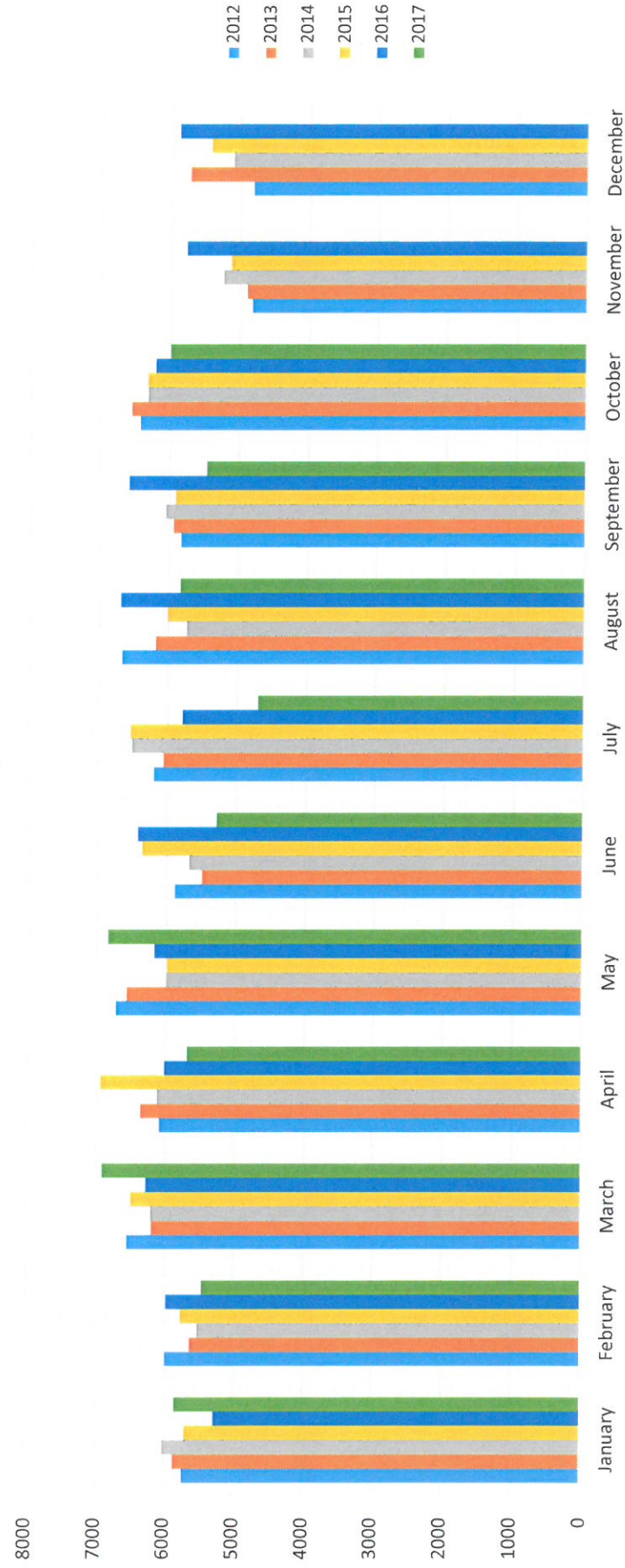
	July	August	September	October	November	December	January	February	March	April	May	June
Housing	2	1	0	1								
Shopping	1	1	1	1								
Transportation	4	2	3	2								
Assisted Living	2	0	1	0								
Legal	8	1	0	1								
Insurance	2	0	0	1								
Welfare Check	1	1	0	0								
Health	0	0	1	0								
Counseling	0	0	0	0								
Clean/Repair	2	0	2	1								
General	0	5	6	9								
Monthly Total	22	11	14	16	0	0	0	0	0	0	0	0

Nutrition Site Report - November 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	2	90	85		85	11.00
Tues	3	90	87		87	11.00
Wed	4	115	110		110	27.50
Thur	5	70	62		62	
Fri	6	80	85		85	11.00
Mon	9	100	94		94	5.50
Tues	10	80	77		77	5.50
Wed	11	90	90		90	27.50
Thur	12	70	63		63	
Fri	13	90	92		92	
Mon	16	90	81		81	5.50
Tues	17	75	82		82	5.50
Wed	18	115	111		111	5.50
Thur	19	70	51		51	5.50
Fri	20	90	81		81	5.50
Mon	23	100	91		91	5.50
Tues	24	80	76		76	5.50
Wed	25	100	93		93	5.50
Thur	26	65	52		52	5.50
Fri	27	100	102		102	11.00
Mon	30	90	89		89	11.00
Tues	31	125	119		119	5.50
Total		1975	1873	0	1873	176

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688	6838	5280	4700	5831	5460	5996		

Historical Sign-In Data





CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

DATE: November 21, 2017
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Discuss and Select Volunteer Recognition Party Date

BACKGROUND:

Each year, staff plans an annual luncheon to celebrate and express gratitude to San Bruno Senior Center volunteers.

DISCUSSION:

Due to the construction of the Senior Center, January is not an option for the Volunteer Party this year. All Saturday dates in February have been reserved by non-profit organizations for their annual fundraisers. Staff has selected Saturday, March 3, 2018 as the first choice for consideration for the Annual Volunteer Appreciation Luncheon. March 17 and March 24 are also both options. Staff recommends March 3 as the date unless the Advisory Board would like to recommend an alternative date.

Information regarding a luncheon theme and other details will be shared with the Advisory Board after the Volunteer Committee has held a meeting.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.